



Department of Medical Assistance Services
600 East Broad Street, Suite 1300
Richmond, Virginia 23219

www.dmas.state.va.us

MEDICAID PROVIDER MANUAL UPDATE

TO: All providers of Psychiatric Services participating in the Virginia Medical Assistance Program, Managed Care Organizations providing services to Virginia Medicaid Recipients, and all holders of the *Psychiatric Services* Medicaid provider manual

FROM: Patrick W. Finnerty, Director
Department of Medical Assistance Services

SUBJECT: Update to Second Edition of the *Psychiatric Services* Provider Manual

CORRECTION TO
UPDATE: PSY-02-02
DATE: 3/15/2003

Please note that item seven of the summary of changes to Chapter IV set forth in the cover transmittal, dated January 15, 2003, incorrectly stated that a description of behavior seven days prior to admission is not required information for faxed requests for residential treatment. Please note that a description of behavior seven days prior to admission is required information for faxed requests for residential treatment, and that this requirement has not been changed.

A corrected cover transmittal is attached.



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UPDATE: PSY-02-02

FROM: Patrick W. Finnerty, Director
Department of Medical Assistance Services

DATE: 1/15/2003

SUBJECT: Update to Second Edition of the *Psychiatric Services* Provider Manual

The purpose of this memorandum is to notify you of changes to Chapter II, Chapter IV, Chapter V, and Chapter VI of your provider manual. The attached table shows the changes to the manual. Please insert the new pages and retain the attached table.

Amendments to Chapter II: (1) update the Table of Contents; (2) revise the information on the reconsideration and appeals of adverse actions; and (3) update the Residential Psychiatric Treatment for Children and Adolescents provider agreement and the Treatment Foster Care Case Management Agreement.

Amendments to Chapter IV: (1) update the Table of Contents; (2) correct the title "Certification of Need for Care in Freestanding Hospitals"; (3) clarify the policy that a new certificate of need is required if a child who resided in a residential facility, is admitted to an acute psychiatric facility, and then returns to a residential facility; (4) add certain therapies to the orders required on a patient's initial plan of care; (5) clarify that a CAFAS is not required for non-CSA children; (6) update the information on preauthorization for non-CSA placements; (7) update the intensity of treatment criteria for admission to inpatient residential level of care; (8) clarify that an "expected outcome/discharge criteria" rather than a discharge screen is required as part of the residential treatment continuing stay criteria; (9) clarify that WVMi must be notified if a child is on runaway status or goes to detention; (10) update the policies for discharge, readmission, and payment for a stay away from the facility more than seven days; (11) update the WVMi notification requirements for a child's absence from and return to the home; (12) update the required time for documentation to be sent to WVMi from 10 business days to within 10 days of admission except in cases of retroactive eligibility; (13) include the required document for continued stay of Treatment Foster Care Case Management; and (14) update the information on the denial of services for acute care hospitals.

Amendments to Chapter V: (1) update the Table of Contents; (2) correct the P. O. Box for the submission of the UB-92 HCFA-1450 claim forms; (3) update the information on the replenishment of Medicaid billing materials; (4) clarify that prior to placement, the locality is responsible for checking the Medicaid eligibility file to determine that the correct responsible city or county is designated; and (5) update the "Exhibits" section Table of Contents to reflect the deletion of the Request for Billing Supplies DMAS-160 and Request for Forms/Brochures DMAS 161 forms.

Amendments to Chapter VI: (1) update the Table of Contents; (2) include information on compliance reviews; (3) update the information on the current utilization and review policies; (4) update the address for WVMI; and (5) include information on referrals to the Client Medical Management Program.

Please review these changes carefully.

COPIES OF MANUALS

DMAS publishes copies of its provider manuals and provider manual up-date transmittals on its website at www.dmas.state.va.us. The provider manuals and transmittals can be viewed on and printed from the website. The transmittals describe the updated materials and manual chapters and pages revised. For a list of updates, click on "up-date transmittals" in the "Provider Manuals" column. If you do not have access to the Internet, or would like a paper copy of a manual, you can order these by contacting Commonwealth-Martin at 804-780-0076. A fee will be charged for the printing and mailing of the manuals and manual updates requested.

"HELPLINE"

The "HELPLINE" is available Monday through Friday from 8:30 a.m. to 4:30 p.m., except State holidays, to answer questions. The "HELPLINE" numbers are:

786-6273	Richmond area
1-800-552-8627	All other areas

Please remember that the "HELPLINE" is for provider use only.

Attachment (1)

PSYCHIATRIC SERVICES MANUAL
REVISION CHART
January 15, 2003

SUMMARY OF REVISIONS

MANUAL SECTION	MATERIAL REVISED	NEW PAGE NUMBER(S)	REVISED PAGE(S)	REVISION DATE
Chapter II	Table of Contents; Pages 8 and 10; and Pages 3 and 4 of the "Exhibits" Section		Table of Contents; Pages 8 and 10; and Pages 3 and 4 of the "Exhibits" Section	1/15/2003
Chapter IV	Table of Contents and Pages 1, 4, 5, 6, 7, 13, 14, 15, 16, 17, 19, 23, 25, 30, and 31	7.1, 17.1, 25.1	Table of Contents and Pages 1, 4, 5, 6, 7, 13, 14, 15, 16, 17, 19, 23, 25, 30, and 31	1/15/2003
Chapter V	Table of Contents and Pages 1, 2, 3, 4, 5, and 47		Table of Contents and Pages 1, 2, 3, 4, 5, and 47	1/15/2002
Chapter VI	Table of Contents and Pages 1, 4, 10, 11, 12, and 13	Page 1.1	Table of Contents and Pages 1, 4, 10, 11, 12, and 13	1/15/2003

FILING INSTRUCTIONS

MANUAL SECTION	DISCARD	INSERT	OTHER INSTRUCTIONS
Chapter II	Old Table of Contents; Pages 8 and 10; and Pages 3 and 4 of the "Exhibits" Section	New Table of Contents; Pages 8 and 10; and Pages 3 and 4 of the "Exhibits" Section	
Chapter IV	Old Table of Contents and Pages 1, 4, 5, 6, 7, 13, 14, 15, 16, 17, 19, 23, 25, 30, and 31	New Table of Contents and Pages 1, 4, 5, 6, 7, 7.1, 13, 14, 15, 16, 17, 17.1, 19, 23, 25, 25.1, 30, and 31	
Chapter V	Old Table of Contents and Pages 1, 2, 3, 4, 5, 47, and Pages 1 and 2 of the "Exhibits" Section	New Table of Contents and Pages 1, 2, 3, 4, 5, and 47	
Chapter VI	Old Table of Contents and Pages 1, 4, 10, 11, 12, and 13	New Table of Contents and Pages 1, 1.1, 4, 10, 11, 12, and 13	

